



MONTANA STATE HOSPITAL POLICY AND PROCEDURE

VIDEO TAPING

Effective Date: December 17, 2008

Policy #: TX-29

Page 1 of 2

I. PURPOSE:

- A. To establish guidelines for video taping planned interventions.
- B. To identify circumstances under which video taping may occur.

II. POLICY:

Video taping may be used as an intervention to ensure optimal safety for patients and staff as well as provide an educational opportunity.

III. DEFINITIONS:

Planned Interventions – An intervention that is not considered an immediate emergency but does necessitate some physical interaction with a person or their property to maintain safety. A planned intervention could include administration of involuntary medication or contra band search on a person or their property.

Response Coordinator – Psychiatrist, Program Manager, Nurse Supervisor, Licensed Nurse or professional health care staff that is supervising the intervention.

Unit Intervention Team – Shall consist of staff present from the treatment unit.

IV. RESPONSIBILITIES:

- A. Treatment Teams, consisting of a Psychiatrist, Program Manager, Unit Nurse Manager and other appropriate team members are responsible for deciding when video taping will be used on the treatment unit.
- B. Response Coordinator shall provide the patient with a clear explanation of the procedure or intervention to take place, the reason for the procedure or intervention and the purpose of the procedure or intervention being video taped.
- C. Program Managers will conduct and complete required Patient Event review and ensure that tapes are securely stored.

V. PROCEDURE:

- A. All planned interventions will be implemented via a Unit Intervention Team lead by the Response Coordinator.
- B. The Response Coordinator will meet with staff that will be involved in the procedure to plan the taping of the intervention.
- C. The Response Coordinator will explain to the patient the procedure that will take place and why the event will be video taped to attempt to ensure the patient's cooperation.
- D. The Response Coordinator or the Program Manager will ensure the tape is marked with the patient's name and stored in the designated location.
- E. The Program Manager will ensure the tapes are properly stored; each tape may be used for multiple interventions for the same patient. Upon discharge the tapes will be sent to the Health Information department for storage with the patient's medical record.

VI. REFERENCES: None

VII. COLLABORATED WITH: Hospital Administrator, Director of Nursing, Program Managers, Director of Information Resources

VIII. RESCISSIONS: None, new policy

IX. DISTRIBUTION: All hospital policy manuals

X. REVIEW AND REISSUE DATE: December 2011

XI. FOLLOW-UP RESPONSIBILITY: Program Managers

XII. ATTACHMENTS: None

_____/____/____
Ed Amberg
Hospital Administrator

Date

_____/____/____
Thomas Gray, MD
Medical Director

Date